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ABSTRACT

This handbook is designed to assist in the cataloging and inventorying of instructional materials purchased with Title II ESEA and other funds. With the emphasis being placed on the development of Instructional Media Centers in Utah Schools, the increased funds becoming available through federal and state legislation, and the necessity of properly inventorying all materials purchased with federal funds, the need for such a handbook has never been greater. While the procedures contained herein are not required, it is recommended that they be followed as closely as possible. The information indicated must be available in order to qualify for Title II funds whether or not this system is followed. (Author)

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CATALOGING AND INVENTORYING

INSTRUCTIONAL MATERIALS

IN UTAH SCHOOLS

4th edition

(Title II ESEA, et.al.)

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INTRODUCTION

This handbook is designed to assist in the cataloging and inventorying of instructional materials purchased with Title II ESEA and other funds. With the emphasis being placed on the development of Instructional Media Centers in Utah Schools, the increased funds becoming available through federal and state legislation, and the necessity of properly inventorying all materials purchased with federal funds, the need for such a handbook has never been greater. While the procedures contained herein are not required, it is recommended that they be followed as closely as possible. The information indicated must be available in order to qualify for Title II funds whether or not this system is followed.

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ACCESSION RECORDS

Accessioning is NOT recommended. Accession records only duplicate and multiply work. Information usually kept in accession records is incorporated in the recommended shelf list card which has been designed for use on data processing equipment or manually.

TITLE II ESEA IDENTIFICATION

All materials purchased from Title II ESEA funds must be so marked. It is recommended that each instructional media center choose some consistent method for marking these materials. Whatever system is selected, be uniform. Mark all books in the same place, all filmstrips in the same location, etc.

The following methods for labeling have been found to be satisfactory:

Books, magazines, other printed material - stamp

Filmstrips, records, film cartridges - tape labeler, mystik tape and electric stylus.

The shelf list card must also be so marked. If you use the recommended data processing card provided through the office of the State Superintendent of Public Instruction, this information will be in the appropriate place (see shelf list card). If you do not use the recommended card, place Title II ESEA in the upper right hand corner of the old style shelf card.

CARD CATALOG

Every instructional media center (IMC) should provide a card catalog for patrons listing all materials available in the center.

Type of Cards

Shelf list, author, title, and subject cards should be prepared for all materials. Other cards may also be prepared when applicable. Shelf list cards will be used for inventory purposes and will not be included in the patron's catalog. All other cards (subject, author, title, analytic, series, see, and/or see also) should be in the catalog where applicable.

Card Arrangement

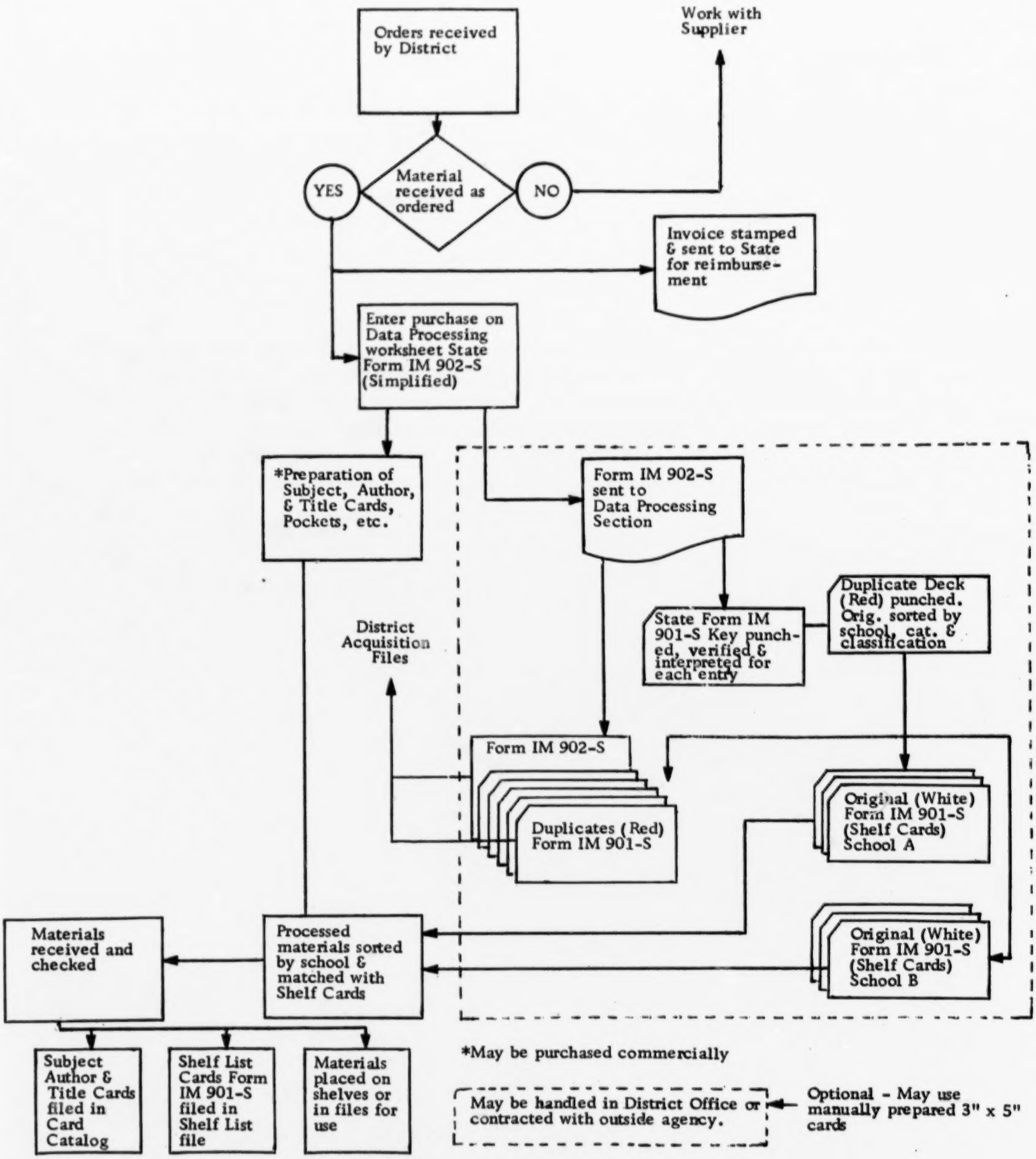
File cards alphabetically. Interfile subject, author and title cards, etc. Do NOT separate cards by kind of material (i.e. filmstrips, fiction books, etc.) All cards on a subject should be located under that subject regardless of the kind of material. Identification as to the kind of material will be made on the cards. If you desire more identification, color code by purchasing cards with or placing a colored band across the top of the card.

CATALOGING & PROCESSING PROCEDURE

FLOW CHART

SCHOOL

DISTRICT (OR REGION)


Orders received by District
Work with Supplier
Material received as ordered
YES
NO
Invoice stamped & sent to State for reimburse-ment
Enter purchase on Data Processing worksheet State Form IM 902-S (Simplified)
*Preparation of Subject, Author, & Title Cards, Pockets, etc.
Form IM 902-S sent to Data Processing Section
Duplicate Deck (Red) punched. Orig. sorted by school, cat. & classification
State Form IM 901-S Key punch-ed, verified & interpreted for each entry
District Acquisition Files
Form IM 902-S
Duplicates (Red) Form IM 901-S
Original (White) Form IM 901-S (Shelf Cards) School A
Original (White) Form IM 901-S (Shelf Cards) School B
Materials received and checked
Processed materials sorted by school & matched with Shelf Cards
Subject Author & Title Cards filed in Card Catalog
Shelf List Cards Form IM 901-S filed in Shelf List file
Materials placed on shelves or in files for use
*May be purchased commercially
May be handled in District Office or contracted with outside agency.
Optional - May use manually prepared 3" x 5" cards

CATALOGING PROCEDURES

Who Should Catalog?

It is recommended that cataloging not be done in each school. Duplication of effort, reduction of errors, and greater efficiency can be better accomplished if this task is handled on a district or regional basis. The Flow Chart on page 4 outlines a recommended procedure for cataloging and processing instructional materials. The use of professional certificated media personnel to personally carry out the routines of cataloging and processing seems to be an unwise and uneconomical practice which should be discontinued as soon as possible. Professional involvement should be limited to purely professional judgments not capable of being resolved by clerks and paraprofessionals.

Identification and Color Coding for Instructional Materials

ITEM	COLOR CODE	ALPHA CODE
AUDIO RECORDINGS		
Phono records	green	RD
Tapes - Reel	orange	RT
Tapes - Cassette	orange	RTC
BOOKS	white	
DIMENSIONAL MATERIALS		
Dioramas	purple	D
Models & Mockups	purple	MOD
Realia	purple	R
Maps	purple	MAP
Globes	purple	G
EQUIPMENT	black	(by name)
FLAT MATERIALS		
Pictures	blue	P
Charts	blue	C
KITS		
Multimedia (a mixture, program, or system of two or more different media packaged & housed together)	purple	KM
Laboratory	purple	KL
MOTION PICTURES		
Standard 16 mm films	gray	MP
8 mm films reel mounted	gray	MP8
8 mm film loops	gray	MPL
MUSICAL SCORES	white	MUS
PAMPHLETS	white	PAM

ITEM	COLOR CODE	ALPHA CODE
TRANSPARENT MATERIALS		
Microfilm (reels)	red	MF
Microfiche	red	MFC
Microslides	red	MS
Filmstrips	red	FS
Slides (2x2)	red	S
Slides - Viewmaster	red	VM
Transparencies for overhead	brown	TR
VIDEO TAPE	yellow	VT

Grade Levels

Using the following symbols, enter the grade level at which the materials will most likely be used.

Symbols:

N = Nursery or prekindergarten
P = Primary (K-3)
I = Intermediate (4-6)
J = Junior High (7-9)
H = High School (10-12)
C = College
A = Adult

If material is appropriate at more than one level, show grade spread. Example: Materials suitable for use in intermediate, junior high, and high school grades should have a beginning symbol, a dash, and a final symbol. i.e. I-H

Grade placement and other related information should be the first note in the note space following the collation on all catalog cards.

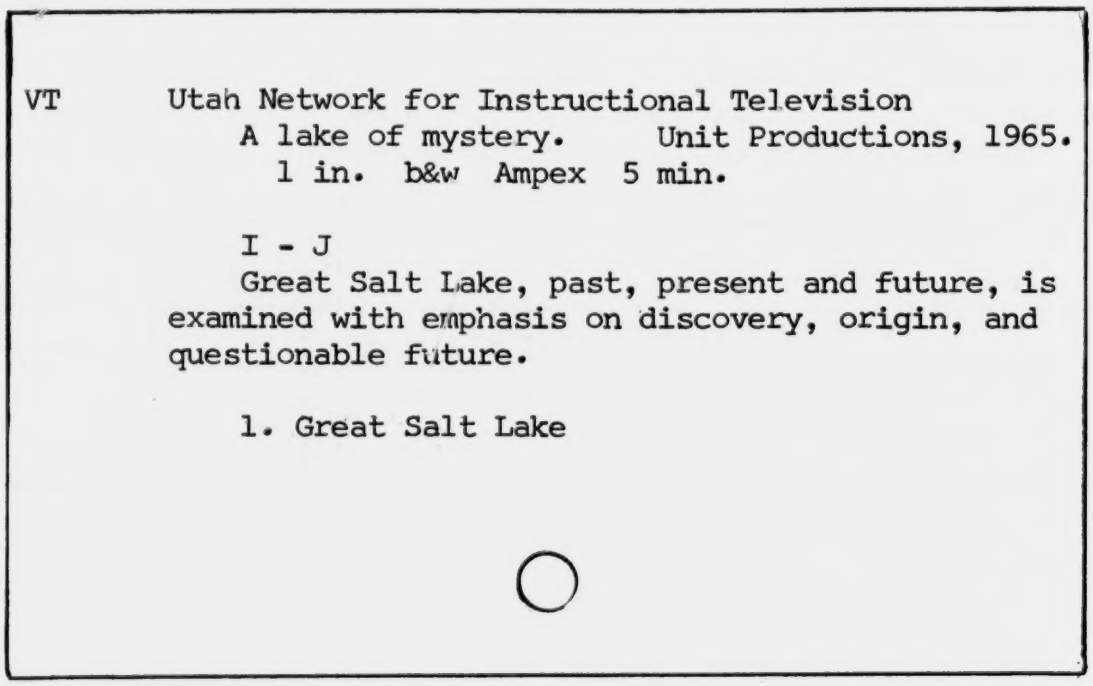

VT Utah Network for Instructional Television
A lake of mystery. Unit Productions, 1965.
1 in. b&w Ampex 5 min.
I - J
Great Salt Lake, past, present and future, is examined with emphasis on discovery, origin, and questionable future.
1. Great Salt Lake

Fig. 1 grade placement on catalog cards as indicated by symbols.

Card Format

Sample formats for catalog cards are illustrated on the following pages. Two different types of shelf list cards are shown. One is the typical 3" by 5" card. The other is a data processing card. Districts may elect to use either type; however, some administrative funds are available to assist districts who choose to use the data processing card.

Shelf List Card - Data Processing Type

The use of this card is optional. If it is used it may replace the manual type shelf list card. However, both should be made in districts where this is required.

Either Form IM 901 (outlined in Cataloging and Inventorying Instructional Materials in Utah Schools - Revised January 1967) or Form IM 901-S outlined in this manual may be used. However, unless the district requires for its use the information on Form IM 901, it is recommended that Form IM 901-S be used as it requires much less work and provides all information needed by the state and federal offices. In addition it is believed that it contains all the information necessary for master cataloging through the computer at a future date.

Districts who have already cataloged using Form IM 901 and who desire to use Form IM 901-S should not re-do the Form IM 901 as it is compatible with Form IM 901-S, but rather should begin to use Form IM 901-S with all acquisitions -- from this date forward.

This card will be the official inventory card for all instructional materials purchased from Title II ESEA and other funds. It should be kept in a separate file and will not be part of the patron's card catalog. This card is available from the Instructional Media Division, Office of the State Superintendent of Public Instruction, Salt Lake City, Utah 84111. Ask for Form IM 901-S.

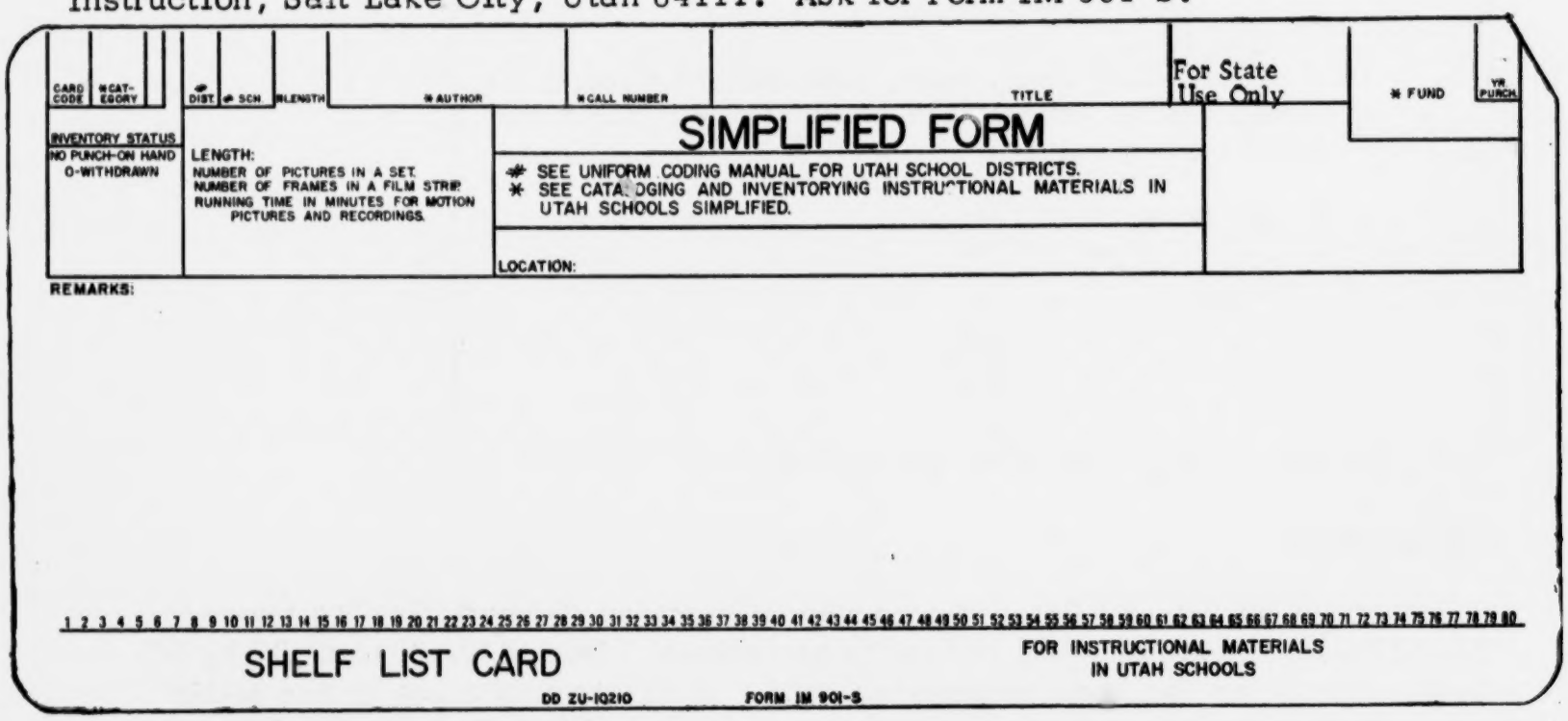

CARD CODE
*CAT-EGORY
DIST
* SCH
LENGTH
* AUTHOR
*CALL NUMBER
TITLE
For State Use Only
* FUND
YR PURCH
INVENTORY STATUS
NO PUNCH-ON HAND
O-WITHDRAWN
LENGTH:
NUMBER OF PICTURES IN A SET.
NUMBER OF FRAMES IN A FILM STRIP.
RUNNING TIME IN MINUTES FOR MOTION PICTURES AND RECORDINGS.
SIMPLIFIED FORM
SEE UNIFORM CODING MANUAL FOR UTAH SCHOOL DISTRICTS.
* SEE CATALOGING AND INVENTORYING INSTRUCTIONAL MATERIALS IN UTAH SCHOOLS SIMPLIFIED.
LOCATION:
REMARKS:
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
SHELF LIST CARD
FOR INSTRUCTIONAL MATERIALS IN UTAH SCHOOLS
DD ZU-10210
FORM IM 901-S

Fig. 2 Example of Form IM 901-S.

District catalogers will not prepare this card. Rather they will complete the Form IM 902-S Worksheet for Shelf List Card - Simplified (see page 13). This form should be typed and will be used as the source document from which the shelf list card will be prepared. (See Flow Chart Page 4). Accuracy is extremely important.

The following information is provided for your assistance in filling out this form.

1. Use a separate line for each item (individual, set, collection) to be cataloged. District catalogers should determine whether a set (of pictures or any other items) will be cataloged as a set. If they are to be circulated as individual items they should be cataloged as individual items.

2. Columns 1 - 2 — Card Code - Do not place any figures in the card code columns. This space is for use of the data processing personnel.

3. Columns 3-5 Category - Categorize each item according to the following code: Place this three digit code in the category column.

Library Books (Category 1)

110 - Library Books, Fiction
120 - Library Books, Nonfiction
130 - Library Books, Professional

Periodicals and other printed materials (Category 2)

210 - Periodicals
220 - Pamphlets & Documents
230 - Musical Scores
240 - Resource Cards

Audiovisual Materials (Category 3)

300 - Miscellaneous AV Materials which cannot be included in the categories listed below.
310 - Motion Pictures, 16mm
320 - Motion Pictures, 8mm
330 - Phono Records
335 - Recorded Audio Tapes
340 - Pictures & Picture Sets (study prints)
350 - Filmstrips
352 - 2" x 2" (35mm) Slides
354 - 3 1/4" x 4" Slides
360 - Overhead Transparencies
370 - Maps
375 - Globes
380 - Charts and Graphs
390 - Models and Mockups
395 - Realia
398 - Recorded Video Tapes

Textbooks (Category 4)

400 - Art
410 - Foreign Languages
421 - Literature
422 - Reading

423 - Journalism
424 - English Language (Grammar)
425 - Speech
426 - Spelling
430 - Driver Education
440 - Health
445 - Physical Education
451 - General Math
452 - Consumer Math
453 - Algebra I
454 - Algebra II
455 - Geometry
456 - Trigonometry
460 - General Science
461 - Biological Sciences
465 - Physics
468 - Chemistry
471 - Agriculture
472 - Commercial
473 - Distributive Education
474 - Homemaking
477 - Industrial Arts
480 - Social Studies
481 - Geography
482 - History
483 - Economics
484 - Civics
485 - American Life
490 - Music
499 - Dictionaries

4. Column 6 Inventory Status - Do not place any mark in this column at this time. This space will be utilized later when taking inventory.

   No mark indicates material is on hand.
   O (not a zero) in column 6 indicates the item has been withdrawn.

5. Column 7 Leave blank. Do not put anything in this column.

6. Columns 8-9 District Code - Place your district's official two digit code in these columns. See Uniform Coding Manual for Utah School Districts for school code.

7. Columns 10-12 — School Code - Place your school's official three digit code in these columns. See Uniform Coding Manual for Utah School Districts for school code.

8. Columns 13-15 — Length - Place the number of frames for filmstrips; the number of pictures, slides, etc., in a set; or the running time in minutes for motion pictures or recorded materials in these columns. Not for pages of a book unless desired.

9. Columns 16-28 — Author - Place the last name of the author in this space followed by as much of the first name or initials as the columns will accommodate. Skip one space after his last name before typing his initials or first name. Do not use commas or periods. Stop when 13 places have been used. i.e.

Buck Pearl
Heyerdahl Tho
Shakespeare W
White EB

10. Columns 29-36 — Call Number - Place assigned call number for materials in these columns. See cataloging procedure for specific instructions for establishing this number. Do not use more than 8 columns. You may use any number up to eight. Use total call number including alpha code (see pages 5-6) i.e. FS 10, RT 237, etc.

For nonfiction print materials use your Dewey classification. The decimal is placed between the 30th and 31st space. This decimal point uses a place. i.e.

873.2
520.496
92.

11. Columns 37-61 — Title - Place the title in these columns. Twenty-five (25) spaces only are available including spaces between words. Use title as printed on title page omitting unnecessary articles and abbreviating where necessary. If title does not fit stop at 26th place. i.e.

Frog heart & circulation
The sky
Longest journey pro & con

12. Columns 62-71 — For state use only. Leave blank.

13. Columns 72-78 — Fund Code - Indicate the fund from which it was purchased. Use the following codes:

Fund Code	Fund	State or Federal
ESEA 1	Elementary, Secondary Education Act of 1965 Title I	Federal
ESEA 2	Elementary, Secondary Education Act of 1965 Title II	Federal
ESEA 3	Elementary, Secondary Education Act of 1965 Title III	Federal
Local	Local funds, derived from taxes, uniform school fund allocation, etc.	State
SLIF	Special Library Improvement Funds	State
GIFT	Donation from PTA, etc.	- - - -
NDEA 3	National Defense Education Act of 1958 Title III	Federal

15. Columns 79-80 — Year Purchased - Indicate the fiscal year purchased. Use the last two digits of the calendar year in which the school year ends. i.e. For 1969-70 use 70.

WORKSHEET FOR SHELF LIST CARD (Simplified)

Page No. _____

Card Code	Category	Inventory Status		District	School	Length	Author	Call No.		Title	For State Use Only	Fund	Year Purchased
1-2	3-5	6	7	8-9	10-12	13-15	16-28	29-34	35-36	37-61	62-71	72-78	79-80

Form IM 902-S
Rev.-7.1.69-5,000

Space is provided on the card for writing in location of material. This would be added in pencil by hand as materials were dispensed and changed when appropriate. No entry would indicate it is in school instructional media center.

Additional space has been provided under "Remarks" for any information which the local instructional media coordinator desires to note.

Shelf List Card - Manual Type

For districts not utilizing the data processing shelf list card, a 3" x 5" card should be maintained. Since a unit card is recommended (See figure 6) there may not be room to place the information which goes on the shelf list on the face of the unit card. Standardize in your district and choose one of the following methods to record necessary information on the shelf list.

1. Delete the annotation. This is the most accepted method for typed cards.

2. Record information below the tracings.

3. Record information up-side down on the back of the shelf list card (printed unit card).

4. Record information on a second card. Tie the two cards together with a loose loop of thread through the rod hole.

The regular order of entry for property information on the shelf list card is as follows:

Copy or accession numbers (no accession book should be used; number only).

date of acquisition

price

vendor

Date of discard or loss may be added. See following examples:

940.54 Hersey, John
Hiroshima. Knopf, 1946.
117p.

c1 - 68 - 3.95 Deseret Book
c2 - 68 - 3.95 Huntting Lost, 1969

Fig. 3 simple shelf card showing general placement of information. Note the federal purchase fund is shown in upper right hand corner. This card usually carries no notes.

808.82
W154 Wall, Vincent, ed.
Seven plays of the modern theater, edited by Vincent Wall and James Patton McCormick. New York, American Book Co., c1950.
521 p.

CONTENTS: Hedda Gabler, by H. Ibsen.- Uncle Vanya, by A. Chekov.- The circle, by W. S. Maugham.- Blithe spirit, by Noel Coward.- The hairy ape, by E. O'Neill,- Winterset, by M. Anderson.- The glass menagerie, by T. Williams.

1. Drama- Collections I. McCormick, James Patton, 1911- jt. ed.
(Over)

Fig. 4 more complex unit card used as a shelf card. Note that there is no room on the face of the card for property information. See below.

1179 - 65 - 4.95 Baker and Taylor

Fig. 5 verso of a unit card showing method of recording property information when there is no room on the face of the card.

The Basic Catalog Card

A unit card is recommended. The unit card is a basic catalog card, in the form of a main entry. When duplicated the unit card may be used as a unit for all other entries for that work in the catalog by the addition of the appropriate headings. Main entries will be author or title.

If there is no author for materials, the work is entered under the title and a "hanging indention" form of entry is used. The title begins at the first indention on the top line, and the full title transcription and imprint stay within the second indention for the necessary additional lines to the end of the date. The collation begins at third indention. (See example in figure 6).

```
        |    | 15                                                    1
1)      |  9 | 13'                                                   2
320     | Chase, Stuart                                              3
        |    Democracy under pressure; special interests             4
        | vs the public welfare.     New York, Twentieth             5
        | Century Fund, c1945.                                       6
        |    142p.                                                   7
        |    |  |                                                    8
        |    A critical and analytical evaluation of the             9
        | effect of pressure-group politics on the socio-           10
        | economic welfare of the American public.                  11
        |    Epilogue: p. 133-142.                                  12
<-- 8 -->|<- 4 ->|<- 2 ->                                          13
        |    1. U. S.- Politics and government  2. Power            14
        | (Social sciences)          I. Title                       15
        |    |  |
        |    |  |
```

Fig. 6 basic form of a unit card showing spacing, indentions, punctuation and general format for typed cards.

The numbered card in figure 6 provides suggestions for indentions and placement of information on the basic catalog card. This card consists of the following parts:

Call Number

The call number is made up of a series of numeric and alphabetic symbols denoting location of the book or other material within the collection. The top number on this card is the subject classification number (political science), and the bottom number (author number) shows alphabetic location of Chase's book in the political science group. The use of the author number is entirely optional, since many librarians and catalogers of school library materials believe it is unnecessary for small school and public libraries. Large collections already established with this system may need to continue its use.

Entry Line

The entry line is always at first indention and the third line down from the top edge of the card, whether author or title entry is used. All headings on catalog cards, whether author, title, added entries, or subject entries that are too long for the top line are continued at the third indention on the next line down.

Title Information

Title information usually consists of the basic title, subtitle, and any acknowledgements of others besides the author who may have made a contribution to the work, such as joint authors, illustrators, editors, etc. Unless they are unusually important, they are generally ignored in cataloging school materials.

Imprint

The imprint may carry, in the following order, place of publication, publisher and date. It is the common practice to drop the place of publication on school materials, since it is of no great significance to students. Most illustrations in this manual have deleted it.

There are pros and cons as to whether the date should be identified as to imprint or copyright. Copyright denotes recency or revision of content, while the imprint date merely shows the date of the latest press run. Identification of copyright dates is accomplished by placing a lower-case "c" in front of the date as indicated in figure 6. Recency of information is especially important in subject areas such as science, mathematics, home economics etc. The use of the copyright date is recommended regardless of whether the "c" designation is used. The copyright date used should be the latest date shown. When no date is available, the symbol nd. should be used to indicate that no date was found.

Collation

The collation is the physical description of the item being cataloged. It starts at second indention on all cards with author main entry. On the hanging indention form (see figure 9) it moves to the third indention. Two spaces are allowed between items in the collation. Punctuation is shown in figure 6 and the other examples throughout the manual.

Notes

Notes may be of several different varieties. The first one shown in figure 6 is an annotation. Contents notes should begin at second indention with the word, CONTENTS, in all capital letters followed by a colon. All notes are in

paragraph form and are ended by a period. There is no spacing between notes on the card, but the first note is double-spaced below the collation and the last note is double-spaced above the tracing.

Tracing

The tracing is an important list of cards made for a cataloged item. Its value lies in providing a record of entries to be removed from the catalog in the event the item is lost or discarded. In the cataloging process, it also serves as a record of cards to be made for a particular book or other kind of material.

Subject headings chosen from Sears List of Subject Headings will be identified by an arabic number preceeding them. The subject tracings will be recorded on the catalog card first. All other tracings will be placed after the subject headings and will be identified by Roman numerals.

Tracings are in paragraph form beginning at second indention. Items in the tracing are separated by two spaces. When typing individual catalog cards, only the main entry needs to carry the tracing. Variations in punctuation, spacing, etc., for printed cards are shown in figure 7 below. All items in the tracing, when used as headings on catalog cards, are to begin at the second indention on the top line.

Wood, William Charles Henry, 1864–
Captains of the civil war; a chronicle of the blue and the gray, by William Wood. New Haven, Yale university press; [etc., etc.,] 1921.

xiii, 424 p. col. front., maps (part fold.) 18 cm. (*Half-title:* The Chronicles of America series, Allen Johnson, editor ... [v. 31])

"Textbook edition."
"Bibliographical note": p. 397–400.

1. U. S.—Hist.—Civil war—Biog. 2. U. S.—Hist.—Civil war—Campaigns and battles. I. Title.

[E173.C vol. 31] A 23—822

Pennsylvania. State for Library of Congress ◯ **Teachers Coll., Mansfield. Libr. [62d²1]**

Fig. 7 form of a main entry (author card) showing printed format. The indentions are according to the Library of Congress System. Other illustrations in this manual show typed card format.

Author Cards

Author cards should be prepared on all books when the author is known. Usual cataloging procedures will be followed. Sample format is illustrated on the following page.

520 Dunham, Marian
When stars come out. Viking, 1965.
205 p. illus.

Discusses how to know the stars and enjoy them.

1. Astronomy

Fig. 8 sample author card for a book.

Hanging Indention Form

When there is no author for books or other printed materials, enter the work with the hanging indention form of entry. Place the title at first indention on the top line and block other details in at second indention to the end of copyright date. Collation begins at third indention. See illustration below.

Title II ESEA

503 McGraw-Hill encyclopedia of science and technology, an international reference work. McGraw, c1966.
15 v. illus. maps

The subject matter of the various branches of science and technology giving a broad survey of the field. Index and cross references guide the reader into subjects desired.

1. Science - Dictionaries 2. Technology - Dictionaries

Fig. 9 sample hanging indention card for a book with no author. Please note that the collation begins at the third indention.

Title Cards

Generally title cards should be prepared on material having titles.

Usual cataloging procedures should be followed. Sample format is illustrated below.

```
        First book of Utah
297.2   Burt, Olive
        First book of Utah.     Watts, c1963.
        66 p. illus.

        Describes the history and growth of the state
      since the arrival of the first pioneers.
```

Fig. 10 sample title card for a book.

Subject Cards

Subject cards should be prepared on all materials in the instructional media center when needed. Usual cataloging procedures will be followed. Sample format illustrated below:

```
        ASTRONOMY
320     Dunham, Marian
        When stars come out.     Viking, 1965.
        205 p.  illus.

        Discusses how to know the stars and enjoy them.
```

Fig. 11 sample subject card for a book.

Cross Reference Cards

See and See also cross reference cards should be made where necessary. See cards refer from headings not used to those adopted for the catalog in terms of what patrons will normally use. See also cards refer to additional information on a particular subject that may be found under related subjects in the catalog. Examples of see and see also cross references are illustrated in figures 12 and 13 below.

BIRDS
See also
SPARROWS
CANARIES
ROBINS, and the names of other birds.

Fig. 12 see also cross reference card.

AEROPLANES
See
AIRPLANES
AIRSHIPS
GLIDERS, etc.

Fig. 13 see cross reference card.

Books (Category 1)

Process books by regular cataloging procedures. Prepare shelf list, author, title and subject cards. Use Dewey's Decimal Classification and Relative Index for the classification of nonfiction. Choose subject headings from Sears List of Subject Headings. Use author card for main entry when author is known. When author is not available, enter work by title, with hanging indention form of entry. (See figure 9).

629.4 Asimov, Isaac
Satellites in outer space. Random House, c1960.
79 p. illus.

This book tells about satellites designed to carry a man into space.

1. Outer space I. Title

Fig. 14 main entry for books where author is known.

Periodicals and Other Printed Materials (Category 2)

Periodicals

Make a simple entry card for periodicals. Indicate copies in instructional media center. See illustration on following page.

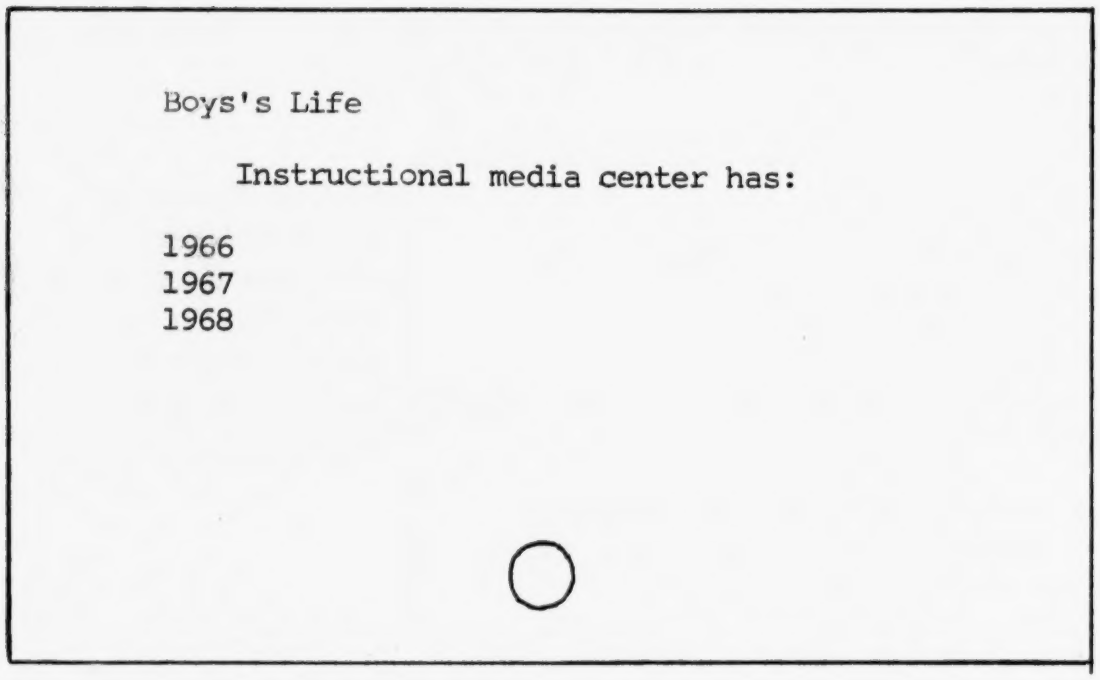


Fig. 15 main entry for periodicals.

Pamphlets and Clippings (PAM)

One of the favorite ways to organize pamphlets and clippings in a media center is to place them in a vertical file. The more ephemeral of these materials should be so organized, and "see also" cards should be placed in the card catalog to call attention to subject in the vertical file that may be of value to the library patron.

More permanent materials of this kind may be organized in pamphlet boxes. Use Sears List of Subject Headings, and number pamphlets numerically as they are received. Fig. 16 illustrates the abbreviated method of preparing a shelf card for pamphlet materials. It is sometimes convenient to run pamphlets into boxes according to size, since shelving all sizes together is not always practical. Pamphlet sizes may be designated by a letter of the alphabet, and the pamphlets in any one size may then be serially numbered as high as needed. Call numbers for pamphlets treated this way would be as follows: PAM A1, PAM A2, etc., for the first series: PAM B1, PAM B2, etc., for the second series and so on. Figure 17, illustrates the method of cataloging pamphlets under subject on a regular catalog card. Pamphlets may be cataloged separately in the same way as books, but the time and effort required are usually not worth the trouble unless they are provided with a hard cover and treated in the same manner as a book.

Subject main entries and shelf cards are essential for pamphlets of lasting value. Author and title cards should be used only when these means of identification are well-known, and the instructional media center patrons would ordinarily look for materials under these headings. One important question that will be asked is what to do when materials are lost from the pamphlet file or discarded because of wear. Circle the call numbers in pencil (in case they should be found), and when more than half of the items have been lost or discarded from

the cards, make new ones with new materials taking the numbers for those that have been lost or discarded.

PAM
A1 Bolivia in story and pictures, by Susan Jones. Textile Import Company, 1949. 28 p. illus. (Bolivia - Description and travel)

2 Pet care for children. Bowser Dog Food Co., c1960. 21 p. illus. (Pets)

3 The fine art of skiing, by Robert L. Simpson. Acme Sports Manufacturing Co., c1967. 45 p. illus. (Skis and skiing)

4 Making fire with flint and steel. Outdoor Products Co., 1937. 12 p. illus. (Fire)

Continued on Card 2.

Fig. 16 a simple shelf list card for pamphlets showing relationship to the main entry subject card in parenthesis following each item.

PAM WILD FLOWERS
A5 Flowers of the woodland, by John Pace. Great Basin Botany Club, 1964. 32 p. illus.

A41 Children's handbook of wild flowers. Outdoor Hobbies, Inc., c1968. 48 p. illus.

C123 Flowering ferns of the coastal ranges, by Phyllis R. Johnson. California Wildlife Protective Assn., 1953. 52 p. illus.

D12 Flowers above timberline. Rocky Mountain Nature Club, 1945. 13 p. illus.
t. anal.

Continued on Card 2.

Fig. 17 pamphlet subject card for Wild Flowers made on a regular catalog card. Note that a title card is to be made for the last item. It should be obvious that each of the above items can be converted to a simple title or author card by the proper rearrangement of the data.

Government Documents

Government documents may be organized in centers according to the already assigned government documents numbers. In many large centers, this is the system followed.

There are two divisions of thought as to where the documents should be kept in centers. One faction insists that all government documents be kept in a

separate area and designated the documents library. Others say that government documents should be distributed throughout the collection according to the subject matter treated. Where the distributed collection theory breaks down is in the serials publications and in sets that cross subject matter lines. Both systems are currently in broad use throughout the country.

For most media centers and public libraries, government publications are best treated as regular book acquisitions and cataloged according to the Dewey system. The percentage of documents to other books is so small as to not warrant other special treatment.

It is well to keep in mind that the major types of government materials handled by small school centers and public libraries are publications in series or sets (usually entered under title), publications by federal departments or agencies (corporate author entry), and publications adopted by the federal government, but written by personal authors (author entry).

Where government origin or sponsorship of a published piece of work does not show in author and/or title, and the item is published as a part of a series, a series note showing government relationship is made on the cards. One important consideration that tends to complicate cataloging of government publications is the tendency the government has to shift agencies from one department to another thus requiring cross-referencing or re-cataloging under the new conditions. Government documents in pamphlet form may be treated as any other pamphlet materials. The illustrations below show the two major approaches to the cataloging of important non-pamphlet government documents. These are usually bound in hard covers.

553.49 Harrison, Gerry S.
Investigations of the Tertiary formations of the Grouse Creek area of Utah. Washington, D. C., U. S. Government Printing Office, 1963.
23 p. maps (1 fold. col.) diagr. (Geological Survey circular 1740)

"Literature cited": p. 20-21.

1. Petrology - Utah - Grouse Creek area
I. Title II. Title: Grouse Creek area, Box Elder County, Utah

Fig. 18 catalog card for a government document written by a private author. This material was probably adopted by the Geological survey after it had been written.

355.23 U. S. Department of Defense. Office of Civil Defense.

Personal and family survival: Civil Defense adult education course, student manual. Rev. ed. Washington, June 1966.

127 p. illus. (Student, manuals, SM - 3 - 11, revised)

1. Civilian defense I. Title

Fig. 19 catalog main entry for government publication without personal author. Corporate entry is used, as illustrated under the government department and the sub-section.

Musical Scores (MUS)

Enter by regular author (composer) if available. When not available enter by title, using hanging indention form (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

The call number will be written as observed in the following example. Use numerical location system to identify each musical score.

MUS
873 Gruenberg, Louis

Jack and the beanstalk, a fairy opera by John Erskine: music by Louis Gruenberg. Beesley Music Company, 1953.

6 p.

N - I.

1. Fairy tales 2. Operettas

Fig. 20 main entry for a musical score.

Audiovisual Materials (Category 3)

How a person uses the non print items will define how the items will be cataloged. If always used in a set, the materials will be cataloged in a set. If items in the set will be used independently, catalog each item separately.

Nonfiction library books are classified using the Dewey Decimal Classification system. By utilizing this system all books on the same subject are shelved in the same location. Thus a person can easily browse and readily examine all materials on a particular subject. The very nature of audiovisual materials discourages browsing. Most of these materials require some equipment for viewing or listening. The physical shape of audiovisual materials also prohibits their being shelved in the same fashion as books. Therefore, the Dewey Decimal Classification system is NOT recommended for cataloging audiovisual materials.

Single Items

A simple numerical system, applicable to all audiovisual materials, is outlined as follows and is recommended. Each position on a shelf, in a drawer, or on a rack is numbered, beginning with the number 1 for each type of material. Materials are then assigned the call number corresponding with the number of the location they will occupy. When an item is permanently withdrawn, another new item will take its place. For example, filmstrips arriving to be cataloged would be labeled FS 1 FS 2 FS 3 etc.

Single items should be filed or stored in a separate section of cabinets from sets.

```
FS      Using the card catalog.      Encyclopedia
162         Britannica, 1968.
164           40 fr.  col.  35mm.
243
        Discusses the place of the card in the IMC
      and explains how to use this valuable tool.


          1. Library catalogs
```

Fig. 21 main entry for multiple copies of the same title.

Sets of Similar Items

Items may be kept in sets or separated and cataloged as single items. The determination should be made on the basis of how the materials will be used. Those used primarily as individual items should be cataloged as single items. Those used together should be cataloged as sets.

Sets should be kept together on the shelves as sets. Use combinations of capital letters of the alphabet to distinguish them from single items. For example, A, B, C, AB, BD, etc. The individual items of the set are marked A-1, A-2, A-3, etc., within the set letter. In this way, whole sets can be added to the collection without requiring the reshuffling of materials. A new set is given the next highest combination of set letters to the one used last, and the items are dropped into place in the next unused space at the end of the collection. Shelve sets separately from single items since they are a particular kind of material and have unique features. Samples of new sets of similar items are cataloged as shown following types of materials.

Audio Recordings

Phono Records (RD)

Enter by regular author card if available. When not available enter by title, using hanging indention form (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

Include information on catalog cards such as: title, size, speed, monaural or stereophonic, artist, length and description. If it accompanies a filmstrip, make a notation so indicating.

Store records vertically on shelves or in file drawers. Number them numerically beginning with Record 1. Use a location number. Place RD above location number. See illustration on following page.

RD
71 Poe, Edgar Allan
Basil Rathbone reads Edgar Allan Poe.
Columbia Records, 1958.
2 s. 12 in. 33.3 rpm. monaural 17 min.

CONTENTS: The raven.-Annabelee.-Eldorado.-the masque of the red death.-the black cat.-alone.-the city in the sea.

1. Authors, American I. Rathbone, Basil reader II. Title

Fig. 22 main entry for single disc recording.

Recorded Audio Tapes (RT) or (RTC)

Enter by regular author card if available. When not available enter by title, using hanging indention form (See figure 23). Add subject headings as needed. Use Sears List of Subject Headings.

Include on the catalog cards information such as the following: title, producer, length, speed, number of tracks, monaural or stereophonic, and description.

If the author is important make an added entry for him (her).

If it accompanies a filmstrip, so indicate.

Number the tapes by location on shelf.

Place RT above the digits for reel mounted tapes and RTC for tapes mounted in cassettes.

It is recommended that recorded reel tapes be stored vertically on shelves. It is also recommended that they be kept on either 5" or 7" reels. You may wish to standardize on one size of reel (7") and place all recorded programs, regardless of length, on this size reel.

Number the first tape on the first shelf Tape 1. Number the next tape Tape 2, etc. As one shelf is filled, go right on to the next shelf using the next numerical number.

RT
142 Care of pets. Audiocords, nd.
2 track 7 in. 3 3/4 ips. monaural 8 min.

Dramatization of a family who has just obtained a dog for a pet. Discussion by children and parents on how to care for the dog.

1. Dogs

Fig. 23 main entry for tapes.

Recordings (RT) with filmstrips (FS)

RT
17 Literary giants of America, narrated by Sheldon Simpson. Paranus, N. J., Educational Visual Aids, nd.
1 tape 2 track 7 in. monaural 3 3/4 ips. 30 min.

FS
230 -----one 34 fr. filmstrip to accompany the above tape.

17 - 1967 - $3.95

Fig. 24 shelf card for a recorded tape with accompanying filmstrip and shelved separately. Please note the accession information at the bottom of the card on the left-hand side with the accession number derived from the location number.

RT 17 Literary giants of America, narrated by Sheldon Simpson. Paramus, N. J., Educational Visual Aids, nd.
1 tape 2 track 7 in. monaural 3 3/4 ips. 30 min.

CONTENTS: Track 1, Longfellow, Poe, O'Henry; track 2, Twain, Cooper, London.

FS 230 -----one 34 fr. filmstrip to accompany the above tape.

1. Literature, American

Fig. 25 main entry for a single tape accompanied by a filmstrip and cataloged as separate items.

FS 230 Literary giants of America, narrated by Sheldon Simpson. Paramus, N. J., Educational Visual Aids, nd.
1 fs. 34 fr. col. 35mm.

RT 17 -----1 tape, 2 track monaural, 3 3/4 ips. to accompany above filmstrip.

230 - 1967 - $5.00

Fig. 26 shelf card for filmstrip to accompany above tape. Please note that this is the only card needed for the filmstrip accompanying the tape illustrated in figures 24 and 25.

RD
S

Documents that made history, narrated by Thomas Sergeant; special music and sound effects by Julian S. Walker. Paranus, N. J., Educational Visual Aids, c1967.
14 rec. 28s. 12 in. 33 1/3 rpm. LP stereo.

With teacher's manual.
CONTENTS: S-1, Declaration of Independence; Lincoln's Gettysburg Address. S-2, Bill of Rights;

Continued on Card 2

Fig. 27 main entry card for a set of recordings with contents note with analytics. This is a long contents requiring four cards threaded together.

RD
S

CARD 2

CONTENTS continued: Patrick Henry's speech. S-3, Mayflower compact; Washington's farewell address. S-4, Monroe Doctrine; F. D. Roosevelt's Four Freedom's speech. S-5, The Northwest Ordinance (1787); Missouri Compromise. S-6, Woodrow Wilson's "Fourteen Points"; Preamble to the U N charter. S-7, Articles of Confederation;

Continued on Card 3

Fig. 28 card 2 for the above main entry.

RD
S

CARD 3

CONTENTS continued: Lincoln's Second Inaugural Address. S-8, Alaska - Act for Statehood; Hawaii - Act for Statehood. S-9, Cross of Gold speech, William J. Bryan; Rugged Individualism, Herbert Hoover. S-10, Jefferson's First Inaugural Address; Constitutional Amendments, 13, 14, 15.

Continued on Card 4

Fig. 29 card 3 for main entry.

RD
S

CARD 4

CONTENTS continued: S-11, Resolutions of the Stamp Act Congress; Public Education in the United States. S-12, Marshall Plan; Universal Declaration of Human Rights. S-13, Sherman Anti-trust Act; Theodore Roosevelt's New Nationalism. S-14, F. D. Roosevelt's First Inaugural Address; Taft-Hartley Act.

1. U. S. - History - Sources I. a. and t. anals. as checked

Fig. 30 card 4 for main entry.

RD Documents that made history, narrated by Thomas
S Sergeant; special music and sound effects by
Julian S. Walker. Paranus, N. J., c1967.
14 rec. 28 s. 12 in. 33 1/3 rpm LP
stereo.

With teacher's manual.

14 rec. - 1967 - $76.86
S-1 S-5 S-9 S-13
S-2 S-6 S-10 S-14
S-3 S-7 S-11
S-4 S-8 S-12

Fig. 31 shelf card for recording set.

RD U. S.--HISTORY--SOURCES
Documents that made history, narrated by Thomas
Sergeant; special music and sound effects by
Julian S. Walker. Paramus, N. J.,
Educational Visual Aids, c1967.
14 rec. 28 s. 12 in. 33 1/3 rpm. LP
stereo.

With teacher's manual.
Contents -- etc.

Fig. 32 subject card for a set of recordings.

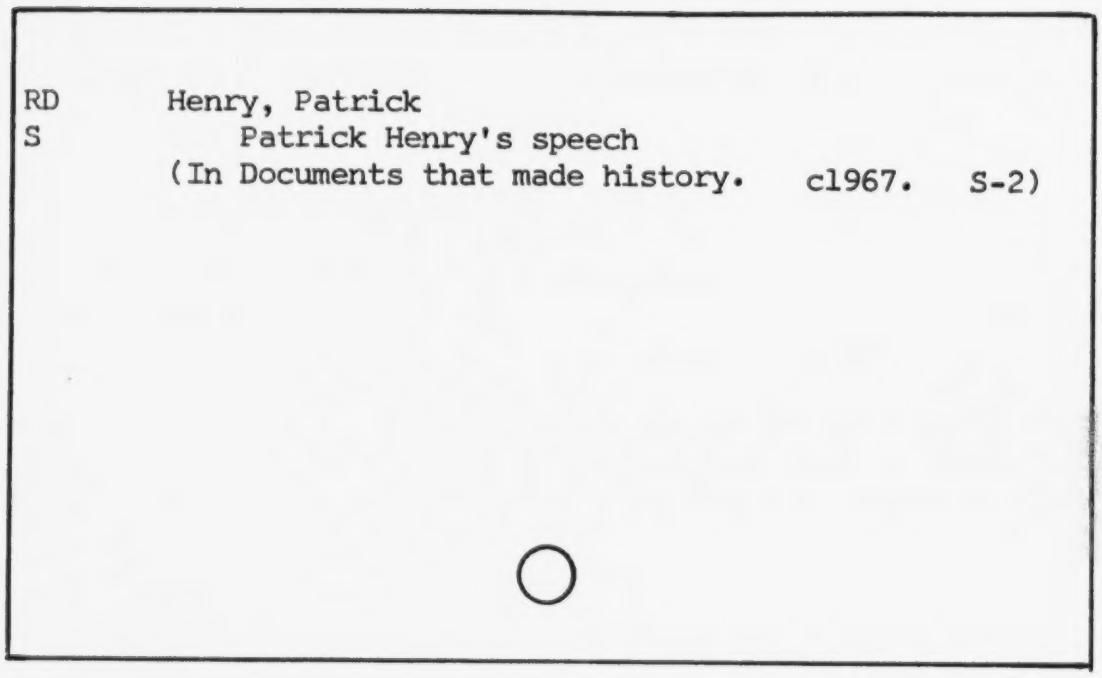


Fig. 33 author analytic for title checked in contents in figure 28.

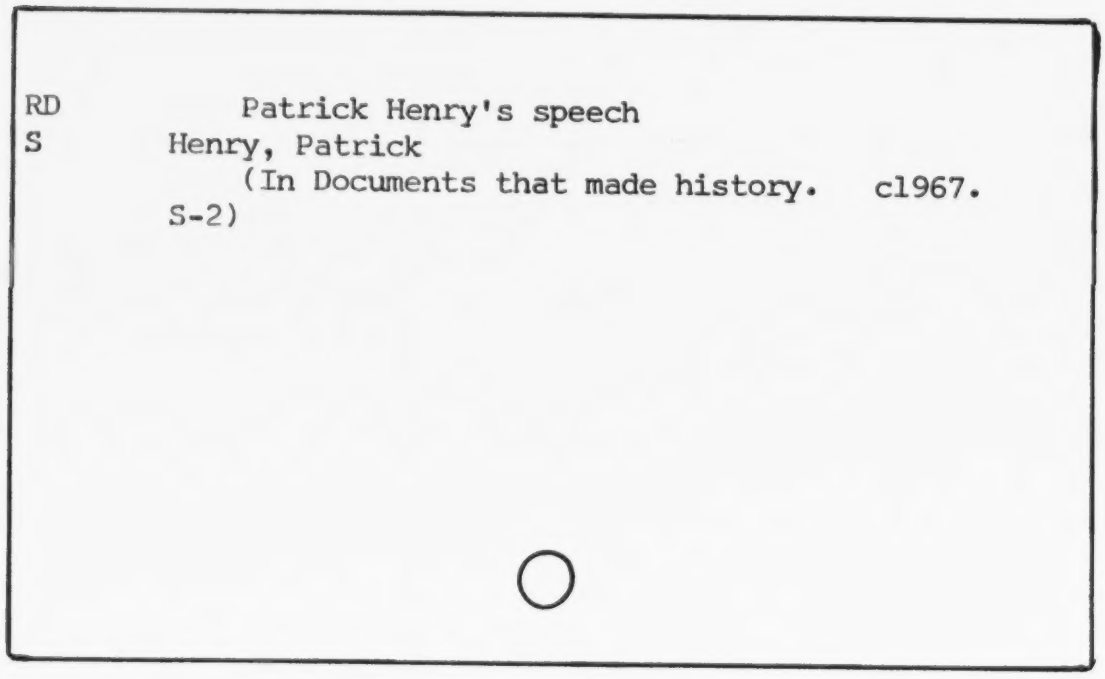


Fig. 34 title analytic for title checked in contents in figure 28.

Motion Pictures (MP)

16mm (MP), 8mm reel (MP8), 8mm loop film (MPL).

Enter by regular author card if available. When not available, enter by title, using hanging indention form. (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

Include information on catalog cards such as: title, size of film, sound or silent, (cartridge, if so mounted) color or black and white, producer, and description.

Use a location number. Place MP above the digits if 16 mm, MPL if 8 mm loop film (sometimes referred to as single concept film). Reel to reel 8mm films have symbol MP8.

MP
47 Adventures of bunny rabbit. Encyclopedia Britannica Films, nd.
1 reel col. sd. 16mm. 11 min.

Dramatizes the adventures of mother rabbit and her family in their natural environment and explains rabbit's general habits and characteristics.

1. Rabbits

Fig. 35 main entry for typical 16 mm motion picture film.

MPL
223 Using potters wheel. International Film Foundation, nd.
1 cartridge col. si. 8mm. 3 min.

Shows how to use a potters wheel in making vases.

1. Pottery

Fig. 36 main entry for 8mm motion loop in a cartridge.

Special racks are available for storing 16mm films. These are recommended. Number each slot consecutively beginning with MPL 1.

8mm loop films in cartridges store well on regular library shelving. Number consecutively beginning with MPL 1.

Video Tapes (Recorded) VT

Enter by regular author card if available. When not available, enter by title, using hanging indention form. Add subject headings as needed. Use Sears List of Subject Headings.

Include information on card such as: title, size of tape, color or black and white, producer, and description.

Use location number. Place VT above the digits.

Video tapes should be stored vertically on shelves. Number them sequentially beginning with number 1. Each space should be so numbered and the material occupying that space will have that call number.

VT
21 Utah Network for Instructional Television
Overflowing treasure chest. Unit Productions, 1967.
1 reel 1 in. b&w. 30 min. (Concord)

Describes the abundant mineral resources and mineral industry in Utah and how they have been utilized.

1. Mineralogy 2. Utah I. Title

Fig. 37 main entry for video tape when author is known.

Transparent Materials

Microforms, Microfiche (MFC) Microfilm (MF), Microslides (MS)

Enter microfiche or microfilm except for call number, as if in original form. Enter by regular author card if available. When not available, enter by title hanging indention form. Add subject headings as needed. Use Sears List of Subject Headings.

Use a location number for call number. Place MFC for microfiche, MF for microfilm, or MS for microslide above the digits.

Micro-slides are a related visual that should be mentioned in connection with this kind of material. In general they are cataloged in much the same manner as ordinary 2 x 2 inch slides, but the symbol to be used is MS. Descriptive annotations will probably be very useful in giving an overview and analysis of the contents for the user.

MF
17 Bindrup, Joan
Parts of the ear. Society for Visual Education, 1968.
20 fr. color 35mm.

Discusses in detail the internal and external parts of the ear.

1. Ear

Fig. 38. main entry for microfiche, microfilm, and microslides.

Filmstrips (FS)

Enter by regular author card if available. When not available enter by title, using hanging indention form. (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

Include information on the catalog cards such as the following: author, title, producer, color or black and white, sound or silent, script, record or tape, description of the filmstrip.

Number filmstrips by location unless they belong to multi media kits. File separately by individual filmstrip.

Place FS above digits.

FS 36 The story of Valentine's Day, with art work by Berthold Tiedmann. Society for Visual Education, 1962.
42 fr. si. col. 35mm.

Depicts Valentine's Day celebrations throughout the centuries as well as customs of today.

1. Valentine's Day

Fig. 39 main entry for a single filmstrip.

FS 22 The card catalog: Jean E. Thompson, producer, in collaboration with Jean Lowrie and E. B. F. Encyclopedia Britannica Films, 1967.
40 fr. col. 35 mm. (Using the library series)

With guide.

1. Cataloging and classification I. Series

Fig. 40 main entry for filmstrip using hanging indention form when filmstrips are in a series.

FS
M Using the library: Jean E. Thomson, producer, in collaboration with Jean Lowrie and E. B. F. Encyclopedia Britannica Films, 1967.
6 fs. 40 fr. ave. col. 35 mm.

CONTENTS: M-1, card catalog; M-2, encyclopedia; M-3, dictionary; M-4, reference books; M-5, classification; M-6, your library - a world of books.
With guides.

1. Library science I. t. anals.

Fig. 41 main entry for a set of filmstrips.

Filmstrips with Recordings (FS) (RD)

FS
101 Why the chimes rang. Eye Gate House, c1958.
42 fr. sd. col. 35 mm.

A poignant story of the power of a child's rare gift.
With recent guide.

RD
G -----2 records 4 s. 33 1/3 rpm. to accompany the above filmstrips.

1. Christmas stories

Fig. 42 main entry for a single filmstrip accompanied by two records when housed and cataloged separately.

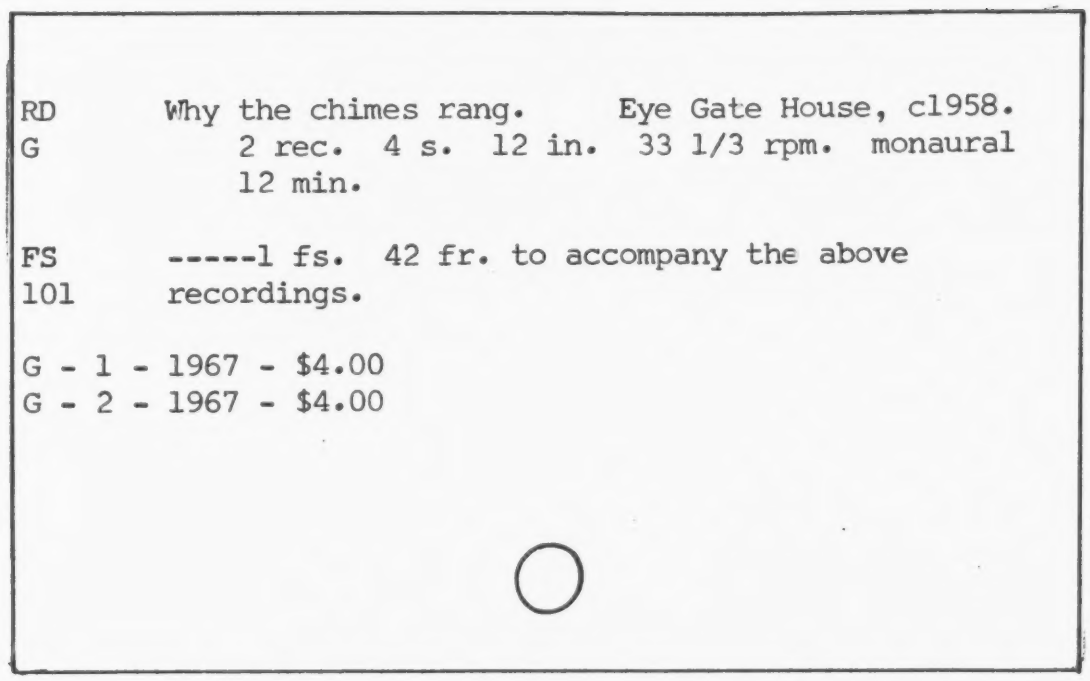

RD
G
Why the chimes rang. Eye Gate House, c1958.
2 rec. 4 s. 12 in. 33 1/3 rpm. monaural
12 min.
FS
101
-----1 fs. 42 fr. to accompany the above recordings.
G - 1 - 1967 - $4.00
G - 2 - 1967 - $4.00

Fig. 43 shelf card for the recordings accompanying FS 101 when FS & record are cataloged as separate items.

Cabinets made especially for holding filmstrips are readily available. These are recommended for storing filmstrips. Label each space chronologically in the cabinet beginning with number 1. When one cabinet is filled continue into a second. Continue labeling each slot numerically beginning with the number following the last one labeled in the first cabinet.

When a record accompanies the filmstrip and you decide to catalog and file it separately in the record area, be sure to tie them together by referring to the record on the filmstrip cards and to the filmstrip on the record shelf card, as shown in examples above. Two sets of cards for these combinations are not needed as they would stand back to back in the files. Only a shelf card is needed for the supplementary item. This means two shelf cards for the set.

Slides (S)

Enter by regular author card if available. When not available enter by title, using hanging indention form. (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

Information included on the catalog cards is as follows: producer, size, color or black and white, and description.

Number single slides using a numerical location number. Place S above the digits.

If a set, use an alpha location number.

S Life cycle of an ant. McKinley Jr. High
104 School, 1968.
2" x 2" color

Bulletin board prepared by 9th grade Science class.

Fig. 44 main entry for single slide.

Special cabinets are available for storing slides. These cabinets permit ready access to every slide. Number the first slot Slide 1 and continue numbering each slide numerically for single slides.

Slide sets that are composed of numerous individual slides may best be organized for cataloging by grouping related individual slides under sub-topics and treating them in contents notes under the sub-topics.

S Workers of the community, a series of picture
P stories, with captions by Jane Allison and pictures by Marvin Malloy. New York, Educational Slides, Inc., c1963.
20 sl. 2 x 2 in. b&w

CONTENTS: P-1, policeman; P-2, fireman; P-3, grocer; P-4, bricklayer; P-5, carpenter; P-6, salesman; P-7, plumber; P-8, barber; P-9, bus driver; P-10, mayor; P-11, electrician; P-12, railroad engineer; P-13, teacher; P-14, librarian; P-15, doctor; P-16, lawyer; P-17, dentist;

Continued on Card 2

Fig. 45 main entry for a commercially produced slide set. Requires two cards for main entry because of long contents note.

S Workers of the community.... New York, Educational
P Slides, Inc., c1963. CARD 2

CONTENTS continued: P-18, priest; P-19, druggist; P-20, postman.

1. Community life

Fig. 46 card 2 of main entry where notes are too long to fit on one card.

S Workers of the community, a series of picture
P stories, with captions by Jane Allison and pictures by Marvin Malloy. New York, Educational Slides, Inc., c1963.
20 sl. 2 x 2 in. b&w

20 sl. - 1964 - $10.00 Pictorial Picture Co.

P-1	P-7	P-13	P-19
P-2	P-8	P-14	P-20
P-3	P-9	P-15	
P-4	P-10	P-16	
P-5	P-11	P-17	
P-6	P-12	P-18	

Fig. 47 shelf card for a slide set. Where prices are uniform for each item in a set, only set price need be shown. Divide set price by number of items for item prices.

Stereo Views (VM)

Stereo views, such as viewmaster, Disney, etc., are cataloged according to the examples in figures 48 and 49. Stereo views will be entered under author or artist if available. Title entry in hanging indention form will be used if no author is available.

VM
25 Anderson, Hans Christian
Thumbelina, produced by Walt Disney. Disney Studios, 1963.
1 reel col.

1. Fairy Tales

Fig. 48 main entry for stereo views when author is known.

VM
17 Monument Valley, Arizona and Utah, U. S. A.
Sawyers (Viewmaster), 1949.
1 reel col.

1. Utah - Description and travel 2. Arizona - Description and travel

Fig. 49 main entry for stereo views when title is used.

Overhead Transparencies (TR)

Enter by regular author card if available. When not available, enter by title, using hanging indention form. (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

Include information on cards such as: size, color or black and white, and description.

Use a location number. Place TR above the digits.

TR 4517 Anatomy of a frog. Denoyer Geppert Company, 1968.
1 tr. 4 overlays col. 8 x 10 in.

Base cell: outline of frog; first overlay, skeletal system; second overlay, digestive system; third overlay, circulatory system; fourth overlay, respiratory system.

1. Frogs

Fig. 50 main entry for single overhead transparency.

Transparencies should be stored vertically. Regular filing cabinets will suffice. Number the first transparency TR 1 and number each additional transparency consecutively until the drawer is about 80 % full. Then move to the second drawer continuing to number consecutively.

Catalog sets as already explained for records and slides. For transparencies in sets, indicate the number in the set at the beginning of the collation by the term, frames: i.e., 10 frames, 14 fr., etc. The number of overlays in each transparency may be shown in the contents in parentheses following the title of the frame.

Flat Materials

Pictures and Picture Sets (Study Prints) (P)

Enter by regular author (artist) if available. When not available, enter by title, using hanging indention form. (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

Number the pictures when mounted. Use a number indicating its location. Place P above the digits.

Indicate size of picture and whether color or black and white.

Laminate if finances and quality of picture permit; if not, mount on mounting board using a color which will not distract from the picture. Dry mounting is recommended.

Have margin larger on the bottom of the mounted picture than on the sides, and top. A good proportion for margins is one inch on left, right and top, and one and one fourth inches on the bottom.

Pictures may be kept and circulated in sets. If you decide to circulate these in sets, give the set a single number (alpha) as previously explained.

It is recommended that pictures be stored vertically in file drawers. Give the first picture in the drawer call number 1. Number the next picture as 2. etc., until the drawer is sufficiently full. Then go to the next drawer and begin with the next number. Store sets separately from single pictures.

P
1781 Jenson, Mark artist
Pioneers building a log cabin.
1 print color 11 x 14 in.

1. Frontier and pioneer life - Pictures, illustrations, etc.

Fig. 51 main entry for a single picture.

P
AB Smith, William photog.
Early Salt Lake scenes. Fine Arts, 1968.
5 pic. b&w. 11 x 14 in.

1. Main Street in 1800
2. Early department store
3. Endowment House
4. Temple under construction
5. Lion House

1. Salt Lake City - Description - Views

Fig. 52 main entry for picture set.

Charts (C) & Graphs (G)

Enter by regular author card if available. When not available, enter by title, using hanging indention form. (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

Include information on cards such as: size, color or black and white, and description.

Use a location number. Place C or G above the digits.

C
63 Smith, Dale
Detailed chart of teeth. Denoyer-Geppert, 1968.
24 x 36 in. colored illus.

Shows external and internal views of good teeth. Shows tooth decay.

1. Teeth

Fig. 53 main entry for charts.

Charts and graphs will probably be rolled and stored in tubes. It is recommended that each tube be numbered consecutively beginning with number 1. The location of the tube should be numbered correspondingly. Some types of special shelving will need to be developed for storing these tubes.

In centers where large, flat-drawer map cabinets are available, charts may also be stored in these. This is the preferred method.

Dimensional Materials

Realia (R)

Enter by regular author card if available. When not available, enter by title, using hanging indention form. Add subject headings as needed. Use Sears List of Subject Headings.

Include information on card describing item and giving its approximate size. If it is a kit, list the contents.

Use a location number. Place R above the digits.

Realia items will require special storage. It is recommended that each instructional materials media design its own storage and number each space. The number of each space would become the call number.

R
45 Native dolls of many lands; a representative collection. Minneapolis, School Art Products Co., c1949.
20 dolls 10 in. high plastic composition.

Dressed in native costume of the countries they represent.

1. Dolls

Fig. 54 main entry for a commercially produced realia item. A contents note could be prepared listing all of the countries represented.

R
26 Rocks and minerals from the Grand Canyon area collected by Joseph Pratt, July, 1960.
10 samples tray-mounted

CONTENTS: 26a, quartzite; 26b, marble; 26c, granite; 26d, feldspar; 26e, tourmaline; 26f, garnet; 26g, sandstone; 26h, limestone; 26i, augite; 26j, carnotite.

1. Rocks 2. Mineralogy

Fig. 55 main entry for locally produced realia item. Please note that even with actual objects, they can be organized in such a way as to take advantage of regular cataloging rules.

Maps (MAP) and Globes (G)

Enter by regular author card if available. When not available, enter by title, using hanging indention form (See figure 9). Add subject headings as needed. Use Sears List of Subject Headings.

Some information is peculiar to maps and globes that is not needed for other materials. Scale and projection are two items needing special attention in the collation, and for this reason, the collation format is somewhat different from that of other materials. See the example in figure 47.

MAP
67 The African continent, and its new political dimensions, drawn in the Cartographic Section of the National Geographic Society. Nat'l Geographic, c1968.
Scale: 1-1,000,000,000 Projection: conic
Type: political, physical tri-col. 30 x 48 in.

1. Africa - Maps

Fig. 56 main entry for a map. Note change in form of collation. Globes may be cataloged in similar fashion but special attention needs to be given to mounting, material of which made, etc.

Maps may also be cataloged in sets by assigning alphabetic letters to the sets and specific numbers to items in the sets. Maps may be arranged in large flat-drawer map cabinets. Folded maps can be filed in manila envelopes in file drawers arranged by subject or by the serial number assigned in consecutive order.

Maps on rollers are best stored in vertical cabinets similar to that used to store motion picture screens.

Globes are usually arranged on open shelves.

Models & Mockups (MOD)

Enter by regular author card if available. When not available, enter by title, using hanging indention form. Add subject headings as needed. Use Sears List of Subject Headings.

Include information on cards such as: size and description. Use location number. Place MOD above the digits. (Location number).

Note: These items are not currently available from Title II ESIA funds.

MOD
27 What are the parts of a flower? Enterprise West, 1968.
Plastic 14 x 12 x 20 in. col. illus.

Basic parts of a flower are enlarged.

1. Flowers

Fig.57a main entry for models.

Enter by regular author card if available. When not available enter by title, using hanging indention form. Add subject headings as needed. Use Sears List of Subject Headings.

Catalog by location rather than by Dewey. Because the storage of these media differ greatly, adapt procedures to fit your local situation.

Dioramas (D)

A media item somewhat related to models is the diorama. This three-dimensional representation of scenes from stories, great historical events, and other similar themes is usually produced locally, but some are available from commercial sources. The illustration in figure 57b shows a main entry for a diorama. Main entry is given to author or title of the material on which the diorama is based, but the collation, notes and imprint relate directly to local production of the diorama.

D
15 Rawls, Wilson
Where the red fern grows (a diorama based on this story). Produced by Marsha Kelly. Salt Lake City, Parkview Elementary School, 1968.
10 x 12 x 14 in. col.

(A special annotation could be written here describing the specific scene depicted)

I. Title

Fig. 57b main entry for a diorama.

Kits-Multi Media (KM) Laboratory (KL)

There are two kinds of media kits that have a variety of materials in them and should not be broken down for shelving as separate items. One is in the form of a laboratory kit for science experiments. The other is a mixed media kit of enrichment materials containing samples of products, pictures, charts, filmstrips, tapes, etc., for an in-depth study of some subject. The symbol to be used for laboratory kits is KL and that for mixed media kits is KM. Illustrations of the proper cataloging entry for these kits are shown in figures 58 and 59. The alpha arrangement of kits is recommended because of the need to give arabic numbers to the items in the contents.

KM
A Life in Old Mexico, a kit for social studies enrichment. Social Science Enrichment, Inc., c1968.
7 pieces boxed

CONTENTS: A-1, Mexican serape; A-2, gourd rattle; A-3, sombrero; A-4, poncho; A-5, set of 10 pictures; A-6, filmstrip; A-7, 2 recordings on life in Old Mexico.

1. Mexico - Description and travel

Fig. 58 main entry for a multi media kit of materials for the study of earlier Mexican society and customs.

KL
A Strange facts and experiments with electricity; kit produced by Arnold Saunders. Chicago, Educational Equipment Co., 1962.
6 pieces boxed

CONTENTS: C-1, Tesla coil; C-2, glass rod; C-3, silk scarf; C-4, Leyden jar; C-5, gravity cell; C-6, spark gap standard.

1. Electricity 2. Electronics I. Title

Fig. 59 main entry for a laboratory kit designed to help probe the depths of the mysteries of static electricity.

Textbooks (Category 4)

Textbooks to be used in the classroom need only shelf list cards. Subject, author, and title cards will not be prepared nor will they be entered in the card catalog.

A separate shelf list card could be prepared on each separate text. Assign call number (classification) by numbering each set (1,2,3,etc.) within each subcategory (400-Art, 410-Foreign Language, etc.). Then number each copy.

Categories will be in columns 3-5. The call number will be in columns 29-34. Use three digits for set number and three digits for copy number.

i.e. 011-053 means: set 11 copy number 53.

Every text purchased with Title II ESEA funds must be so marked. Place stamp in same location as for library books.

Single textbooks placed in the media center are cataloged and considered part of the holdings of the media center.

OPTIONS

1. When a district finds it economically unfeasible to write annotations they may be omitted.

2. Some details of punctuation may be omitted from the collation and tracing if desired.

3. Place of publication and lower case "c" before copyright date may be left out.

4. Use only basic titles found on title page. Subtitles will be needed only when they are unusually important.

5. Where books are written by more than one author, only the first author listed on title page need be used on cards if desired.

6. The use of cutter numbers (book numbers) and/or author numbers is entirely optional and should be defined by district policy.

7. For most cataloging purposes work marks at the end of book numbers are not needed in school media centers.

8. Tracings are ordinarily carried only on the main entry card, but they may be extended to other cards where this seems necessary.

Examples showing the format of catalog cards with different optional treatment follow:

Vertical Alignment

A card showing vertical alignment of overlay information on transparencies. This is a preferred method used by some catalogers, especially with locally produced materials.

TR. Anatomy of a frog, produced by Denoyer-Geppert, 1968.
8 x 10 in. col.

Base Cell: Outline of frog
1. Skeletal system
2. Digestive system
3. Circulatory system
4. Respiratory system

1. Frogs.

Fig. 60 transparency showing vertical alignment of transparency information. Compare with Fig. 50.

Picture Card Set illustrating alternate method of treatment

Picture card showing banding, vertical alignment of contents, use of Dewey number, and double spacing of tracing below imprint. This card also has the price in the upper right hand corner of the card and the word, shelf-list, in the lower right-hand corner. Some media coordinators prefer the contents on the shelf card as well as all other cards in the catalog.

$6.00

P
822.3 Painting from Shakespeare: Ten Great Plays by
68-1 Alice and Martin Provensen. Golden Press,
thru 6 1962.

6 pictures color 12" x 13½" to 15½" x 21"

Contents:
a. The Globe Theatre
b. Hamlet (Act V, Scene II).
c. King Henry the Fifth (Prologue to Act II).
d. Macbeth (Act V, Scene VI).
e. The Merchant of Venice (Act II, Scene IX)
f. Romeo and Juliet (Act III, Scene I).

1. Globe Theatre shelf list

Fig. 61 shelf list card for set of pictures. This set of pictures is entered under a well known title. It is fully cataloged as it is a worthwhile set. Inexpensive or tear sheet pictures would have only a "see also" card referring you to the file where pictures on that subject might be found.

P
822.3 Painting from Shakespeare: Ten Great Plays by
68-1 Alice and Martin Provenson. Golden Press,
thru 6 1962.

6 pictures color 12" x 13½" to 15½" x 21"

Contents:
a. The Globe Theatre.
b. Hamlet (Act V, Scene II).
c. King Henry the Fifth (Prologue to Act II).
d. Macbeth (Act V, Scene VI).
e. The Merchant of Venice (Act II, Scene IX)
f. Romeo and Juliet (Act III, Scene I).
l. Globe Theatre.

Fig. 62 main entry for set of pictures. Accession number of each picture could be used in the listing under contents.

P GLOBE THEATRE
822.3 Painting from Shakespeare: Ten Great Plays by
68-1 Alice and Martin Provensen. Golden Press,
thru 6 1962.

6 pictures color 12" x 13½" to 15½" x 21"

Contents:
a. The Globe Theatre.
b. Hamlet (Act V, Scene II).
c. King Henry the Fifth (Prologue to Act II).
d. Macbeth (Act V, Scene VI).
e. The Merchant of Venice (Act II, Scene IX)
f. Romeo and Juliet (Act III, Scene I).

l. Globe Theatre

Fig. 63 subject card for set of pictures. The subject of each picture is listed in the contents. Since the main entry is under a subject that covers them all, only one subject entry is made.

INVENTORY

Types

Two main types of inventory are available.

Physical Inventory

A major physical inventory is one where each item is checked against its shelf card on an annual basis. If this method is used it is recommended that this inventory be made in June of each year, however, in districts where media personnel are not employed beyond the school year, it should be made in May. This method is time consuming and is not now recommended. An easier method called a perpetual inventory is outlined below and is recommended by this office.

Perpetual Inventory:

Establishing Beginning Inventory

1. A physical inventory of all materials is taken. (In most cases Utah schools took this type of inventory in 1966 and again in 1967). This is the basis for the original inventory count.

2. Inventory cards (shelf list cards - manual, Form IM 901 or Form IM 901-S) are prepared and maintained on each item as outlined in this booklet.

   There is a card for each item on the shelf.

Withdrawing Items

1. It is assumed that an item is at hand unless it cannot be located when requested.

2. When an item cannot be located after a thorough search it is assumed lost.

3. Shelf list cards of items to be withdrawn (lost or otherwise) are removed from the shelf list file and placed in a "to be withdrawn" file. Should the item be returned to circulation (found or otherwise) before it is actually

withdrawn, the card for that item is removed from the "to be withdrawn file" and returned to the shelf list file. No record need be kept of this transfer of cards.

4. Annually, usually in May or June of each year, the cards in the "to be withdrawn" file are processed. If the old manual system is used they would be sorted manually into categories, totaled by category, and then entered by category as withdrawn.

   Those using data processing cards would send them to the district where they would be processed automatically including the return of a printed report to the school center listing items withdrawn and acquired by category and fund. On nonfiction print materials the report would include the Dewey classifications. (See Inventory Flow Chart for district or regional use on page 59 and 60).

Adding Items

1. As new items are received, the shelf list card would be placed in a "to be added" file.

2. Annually, usually in May or June of each year, the cards in the "to be added" file are processed. If the old manual system is used they would be sorted manually into categories, totaled by category, and then entered by category on the inventory record. The cards would then be filed manually in the "shelf list" file.

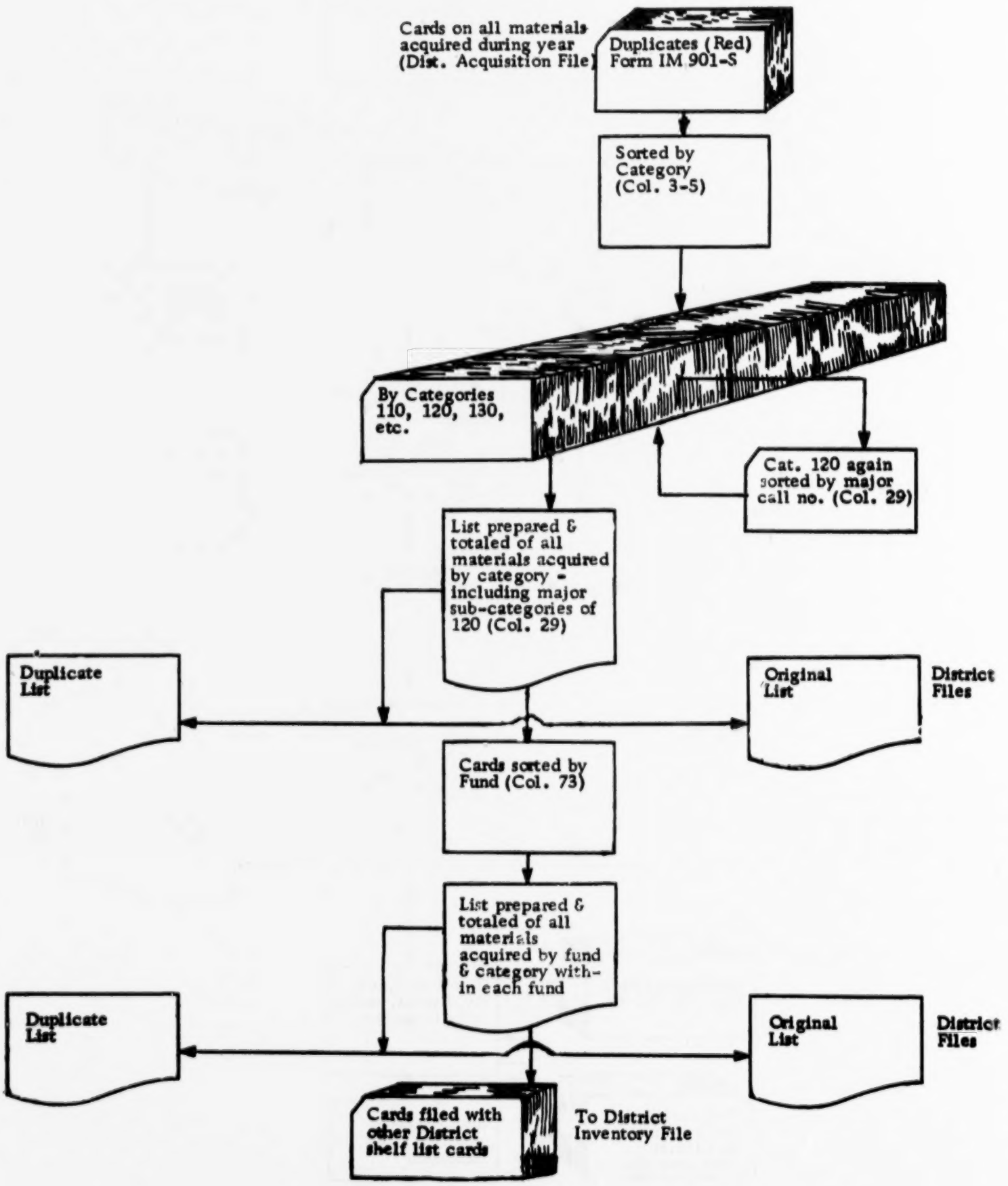
   Those using the data processing cards would only need to file the cards in the "shelf list" file as the district or region would maintain and prepare the necessary records. The district would provide the school center with a printed report annually showing purchases by category and fund. On nonfiction print materials the category would include a breakdown by Dewey Classification. (See Inventory Flow Chart for district or regional use on page 59 and 60).

Reporting

Annually, the office of the State Superintendent of Public Instruction will furnish the local districts and schools with forms for summarizing the annual inventory and reporting other information necessary for evaluating Title II ESEA and other programs. The detailed lists should be maintained by the local school and/or district and only the summary reported to the State Office. If the above inventorying method is used, all statistics dealing with materials will be easily and readily available.

FLOW CHART

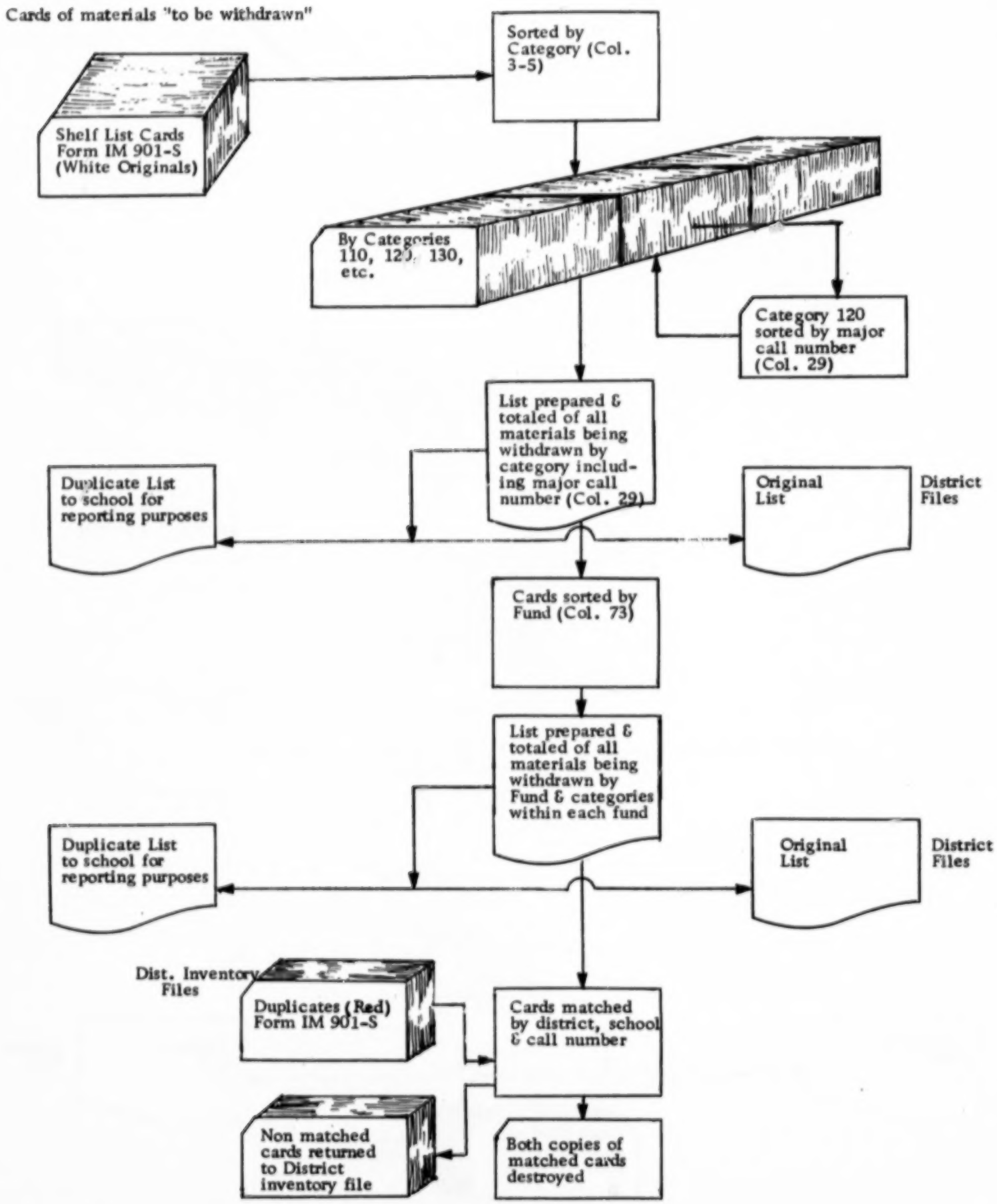
INVENTORY PROCEDURE


SCHOOL
DISTRICT
Cards on all materials acquired during year (Dist. Acquisition File)
Duplicates (Red) Form IM 901-S
Sorted by Category (Col. 3-5)
By Categories 110, 120, 130, etc.
Cat. 120 again sorted by major call no. (Col. 29)
List prepared & totaled of all materials acquired by category - including major sub-categories of 120 (Col. 29)
Duplicate List
Original List
District Files
Cards sorted by Fund (Col. 73)
List prepared & totaled of all materials acquired by fund & category within each fund
Duplicate List
Original List
District Files
Cards filed with other District shelf list cards
To District Inventory File

FLOW CHART
INVENTORY PROCEDURE
(Cont'd)

SCHOOL

DISTRICT


Cards of materials "to be withdrawn"
Shelf List Cards Form IM 901-S (White Originals)
Sorted by Category (Col. 3-5)
By Categories 110, 120, 130, etc.
Category 120 sorted by major call number (Col. 29)
List prepared & totaled of all materials being withdrawn by category including major call number (Col. 29)
Duplicate List to school for reporting purposes
Original List
District Files
Cards sorted by Fund (Col. 73)
List prepared & totaled of all materials being withdrawn by Fund & categories within each fund
Duplicate List to school for reporting purposes
Original List
District Files
Dist. Inventory Files
Duplicates (Red) Form IM 901-S
Cards matched by district, school & call number
Non matched cards returned to District inventory file
Both copies of matched cards destroyed